

Planning Board Meetings for the Month of January 1994

Regular Monthly Meeting: Wednesday, January 12, 1994 7:00 pm Town Hall

Agenda:

1. Minutes from last meeting
2. New Business
3. Comprehensive Plan
 - a) finish forestry section
 - b) Historical & Recreation Sections

Special Work Session on Comprehensive Plan: Wednesday January 19, 1994 7:00 pm Town Hall

Agenda:

Comprehensive Plan

- a) If needed, finish History & Recreational Sections
- b) Natural Resource Areas
 - Rich Hoppe, Dept. of Inland Fish & Wildlife - deer wintering areas, & significant waterfowl & wading bird habitat.
 - Judy's information

PORTAGE LAKE PLANNING BOARD MINUTES

January 12, 1994

Monthly Meeting

Members Present: Chet Carlson, Frank Currier, Marissa Davis,
Kathy Gagnon, Kathy Hoppe, Bob Nelson

Members Absent: Russell Morris

4 Townspeople, 2 Selectmen and the Town Manager also present.

Meeting called to order at 7P.M.

Minutes: December 8, 1993. Moved by Bob, seconded by Chet
to accept minutes of December meeting.

New Business: Ski Slope: Will be discussed in Recreation
section of Comprehensive Plan.

Comprehensive Plan: Continued with Marissa's presentation of
Forestry section.
Question on acreage total of Jewitt Tract.
Discussion of Forestry Management Plan.

Meeting adjourned at 8:46 P.M.

Next meeting will be a work session on Jan. 19, 1994

February's meetings will be Feb. 9 and Feb. 16, 1994

Secretary will contact Russell Morris about his status on the
Planning Board.

Minutes prepared by Frank A. Currier *FAC*

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PORTAGE LAKE PLANNING BOARD MINUTES

JANUARY 19, 1994 Comprehensive Plan Work Session

Members Present: Chet Carlson, Frank Currier, Marissa Davis,
Kathy Gagnon, Kathy Hoppe, Bob Nelson

Members Absent: Russell Morris

Selectman Charette and Rich Hoppe (DIF&W) also present.

Meeting called to order at 7:10 P.M.

Rich Hoppe spoke to us on Deer Wintering Areas (DWA) and significant Waterfowl and Wading Bird Habitat within the Portage Town Limits. 6 Deer Wintering Areas have been identified by the Department of Inland Fisheries and Wildlife.

Chair Kathy introduced information prepared by Judy Moreau.

Consensus of the Board at the end of the meeting was that it's too bad that more people couldn't have shared the workshop because this meeting as well as the other meetings that we've had while compiling information for the Comprehensive Plan can be very interesting to anyone who is interested in Portage's past, present, and future.

Meeting adjourned at 9:30 P.M.

Next meetings will be February 9 and February 16, 1994.

Minutes prepared by Frank A. Currier *FAC*

Portage Planning Board February Meetings
Wednesdays 7:00 pm
Town Office

Regular Monthly Meeting:
February 9, 1994

1. Meeting Minutes
2. New Business
3. Comprehensive Plan
 - a) historical section (the history of Portage Lake Township)
 - b) recreational section (includes snow sledding, down-hill skiing on West Mt., cross country skiing, public beach etc.)

Special Compressive Plan Meeting
February 16, 1994

- Comprehensive Plan
- a) economics section (where is Portage's economic future?)

☞ Everyone is invited to attend these meetings.
Who knows you might even learn something. 😊

**Portage Planning Board
7:00 pm, Town Hall**

**Wednesday, March 9, 1994
Regular Meeting**

Agenda:

- 1. Minutes from previous meetings**
- 2. Permits or other business**
- 3. Comprehensive Plan**
 - a. Population & Demographics**
 - b. Transportation**
 - c. Opinion Survey**

**Wednesday, March 16, 1994
Special Work Meeting**

Agenda:

- Comprehensive Plan**
- a. Housing**
 - b. Fiscal Capacity**
 - c. Economics**



**Everyone is invited to attend these meetings.
We appreciate any and all input.**

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PORTAGE LAKE PLANNING BOARD MINUTES

March 9, 1994 Monthly Meeting

Members Present: Frank Currier, Marissa Davis, Kathy Hoppe

Members Absent: Chet Carlson, Kathy Gagnon, Russell Morris, Bob Nelson

Because of lack of a quorum, the members present reviewed and discussed the Comprehensive Plan in an informal setting. Other matters discussed were the Comprehensive Plan Survey, Solid Waste Disposal (Town Manager Nadeau came in and spent an hour or so with us), and some ideas on small businesses that might prosper in town. We left at 9 P.M.

PORTAGE LAKE PLANNING BOARD MINUTES

March 16, 1994 Work Session on Comprehensive Plan

Members Present: Frank Currier, Kathy Gagnon, Kathy Hoppe, Bob Nelson

Members Absent: Chet Carlson, Marissa Davis, Russell Morris

Gerard Charette was also present.

Meeting called to order at 7:10 P.M.

Minutes: January 12 and 19: Moved by Bob, seconded by Kathy G. to accept minutes as written.

February 9 and 16: Moved by Kathy H., seconded by Kathy G. to accept minutes with an amendment to show that a quorum was present because in May of 1991 it was voted that 4 members would constitute a quorum.

Survey: We discussed the format and questions for the survey that will be passed out at Town Meeting.

COMPREHENSIVE PLAN:

Kathy Gagnon presented what she has done on the Transportation section of the Comprehensive Plan.

Meeting formally adjourned at 8:23 P.M. but we stayed and continued to discuss the Transportation section for another hour.

Next meeting will be on April 13, 1994
Minutes prepared by Frank A. Currier FAC

Portage Planning Board
April Meetings

April 12, 1994, 7pm Town Hall

Informal Meeting with Eric Carson from the
Maine Dept. of Economic & Community Development.

April 20, 1994 7pm Town Hall

Regular Planning Board Meeting

Agenda:

1. Minutes
2. Permits -
 - G. Overback Home Occupation
3. Comp Plan

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PORTAGE LAKE PLANNING BOARD MINUTES

April 20, 1994 Monthly Meeting

Members Present: Chet Carlson, Frank Currier, Marissa Davis,
Kathy Gagnon, Kathy Hoppe, Diane Michaud,
Bob Nelson (all members present)
Town Manager Nadeau and 2 townspeople also present.

Meeting called to order at 7:09 P.M.
Minutes: Not prepared. Tabled until next meeting.

As a preliminary to the meeting minutes: On April 12, 1994, Chet, Frank, Marissa, Kathy G. and Diane met with Eric Carson, who is our new contact person for the Comprehensive Plan. His phone number is 624-6811. We discussed the problem we feel with the lack of community input and that we don't know what to do about it. Taking out a newspaper ad informing the public of our meeting times and place was mentioned as a possible help. He advised us to get our inventories finished as soon as possible, try to keep our meetings from lasting too long (2 hours was a suggested length), try not to get "burned out" on the Comprehensive Plan process.

Meeting Minutes:

HOME OCCUPATION BUSINESS IN SHORELAND ZONE:

Terry and Virginia Overlock. Craft shop over their garage at 263 East Cottage Road. Seasonal. Moved by Chet, seconded by Bob to approve the application.

Discussion of a listing of Portage's small businesses and possibility of a local "Chamber of Commerce".

Question by a Board member about a possible question of "credibility" of the Planning Board. Board makes regulations that aren't enforced. Are Board members just warm bodies that have been appointed because they've shown an interest at one time or another? "Historically" members have been left on the Planning Board, as other Boards, until they resign. (T.M.)

Shoreland Zoning Ordinance calls for an inventory by the CEO of seasonal and year-round residences.

COMPREHENSIVE PLAN:

Discussed what Eric had told us on the 12th. (Do inventory, don't panic). Eric will be up here in June to work with Madawaska and will be able to work with us then, too.

Moved by Frank to go back to regular once a month meeting. Chet presented his inventory for the Economics section of the Comprehensive Plan.

Meeting adjourned at 8:55 P.M.
Next meeting is May 11, 1994.
Minutes prepared by Frank A. Currier. FAC

Portage Lake Planning Board
Regular Meeting
Wednesday, June 8, 1994
7:00 p.m. - Town Hall

AGENDA

1. Minutes from previous meeting

NEW BUSINESS:

2. Permits submitted for Planning Board review by 5/25/94; NONE

OLD BUSINESS:

3. Information from Kathy H. on "Stephen's Building"
(needed repairs, hazardous wastes?, demolition -vs- reuse, etc...)
4. Results/summary/special comments from recent town survey conducted
by Community Development Block Grant Committee (CDBG)/Linda
Burbee, Community Development Coordinator
5. Comprehensive Plan
 - a. update on 'inventory' sections sent to Eric Carson
 - b. develop RFP/RFQ for Comp. Plan Consultant
 - c. date/time to meet with Eric C. in June
6. Date next regular meeting

PORTAGE LAKE PLANNING BOARD MINUTES

June 08, 1994

Members Present: Kathy Hoppe, Kathy Gagnon, Marissa Davis,
Bob Nelson, Diana Michaud, Frank Currier

One towns-person was in attendance.

Meeting called to order at 7:05 P.M.

Reviewed last meeting's minutes with the following correction: noted that all building applications go to Ralph Stolze and appeals go to CEO & Board of Selectmen, and not to the Board of Appeals. Moved to accept minutes with this correction. was seconded and accepted.

The Stevens building was discussed at length. It was agreed that the spill should be priority. Brought to our attention was the fact that one of the options for this property could be access and parking for the playground area. The estimated cost of renovation of this building is \$80,000, to bring it up to state and local codes. It was noted that any bank, knowing the history of this property would not issue a loan until the spill matter is taken care of. This board is questioning whether or not this building should be demolished. The estimated cost of demolition is \$5,000. After lengthy discussion, Frank moved that we recommend to the selectmen that this property be put up for bid to the private sector for at least 30 days, with condition and/or request for proposal. Kathy Gagnon asked our Vice Chair to send memo to the Board of Selectmen on above recommendation.

Marissa brought in the primary survey results from Linda Berube which was reviewed and discussed. Senior citizens housing was discussed, as per what location could be used. Marissa asked if we wanted to see Linda's final report. She will request a copy from Linda.

Chair reported on progress on Comprehensive Plan with Eric Carson. Eric wants to meet with this board on June 27th to discuss our progress and make further recommendation. Also, discuss the hiring of a consultant for completion of plan.

A motion to adjourn was made. we adjourned at 8:40 P.M.

Next meeting was set for July 13, 1994.

Minutes prepared by Diana M. Michaud

PORTAGE LAKE PLANNING BOARD MINUTES

JULY 13, 1994

Members Present: Kathy Hoppe, Kathy Gagnon, Marissa Davis,
Bob Nelson, Diana Michaud, Frank Currier
Chester Carlson

One town selectman

Four townspeople were in attendance.

Meeting called to order at 7:05 P.M.

Moved by Marissa to accept minutes as read, seconded and
accepted.

Townspeople present were concerned about the Norman St. Peter
airstrip and building. Bob suggested that they contact John
Irask, a member of FAA. Bob felt that John could advise them
as to whom they should contact as to what the laws are re-
garding safety for the nearby homes. The airstrip is now
listed as being privately owned.

Marissa reported that five packages were mailed out for RFG
(Request for Qualification) for hiring help for completion of
Comprehensive Plan.

The board reviewed the timetable and moved to send a copy to
the Portage Lake Association to promote interest on this
board's activities.

Frank reported on "Current Land Use Patterns" as part of the
Comprehensive Plan. Lengthy discussion on town lands and
their usage; covering all small businesses, churches, etc.

Kathy Hoppe distributed a letter from Erik Carson with
comments and suggestions on his review of the sections sent
to him. Minimal correction will be necessary. Erik
commented the board's good work.

To update on the Stevens building situation: Gerard assured
us that this board's suggestions were received and the matter
was discussed by the selectmen. Gerard said a letter to this
board is forthcoming.

Marissa past out the town's survey results from Linda Berube.
Also, distributed was the Planning Board's survey results.
Both result reports were reviewed and discussed.

Marissa will check with town manager for awareness as to when the RFUs start coming in. she will make copies as they come in and see that this board's members will receive a copy to review in preparation to make a decision at our next regular meeting.

Next meeting was set for August 10, 1994.

Motion to adjourn, at 8:53 PM.

Minutes prepared by Diana M. Michaud

Portage Lake Planning Board
Regular Meeting
Wednesday, August 10, 1994
7:00 p.m. - Town Hall

AGENDA

1. Review and vote on minutes from previous meeting

OLD BUSINESS

2. Frank C.; Final information submitted for "Current Land Use Patterns"
3. Gerard; Update on "Eric's comments" noting specific corrections/changes to each section of Comp. Plan to date

NEW BUSINESS:

4. Portage Construction requests to address Planning Board.
Subject; unknown
5. Permits submitted for Planning Board review as of 7/28/94; NONE
6. Review "Request For Qualifications (RFQ)" Comprehensive Plan
Consultant applications.
7. Review Comp. Plan Monthly Schedule of tasks for Comprehensive Plan
(see handout); **what is due for the next meeting?**
8. Date next regular meeting

To Portage Residents;

PLEASE FEEL FREE TO ATTEND ANY OF THE PLANNING BOARD MEETINGS —
ESPECIALLY THOSE INVOLVING THE COMPREHENSIVE PLAN.

WE WILL BE ADDRESSING THE VERY IMPORTANT
"STRATEGIES" AND "IMPLEMENTATION" SECTIONS
IN THE UPCOMING MONTHS AND NEED YOUR
FEEDBACK !
IDEAS !
SUGGESTIONS !

FORTAGE LAKE PLANNING BOARD
REGULAR MEETING
WEDNESDAY, OCTOBER 12, 1994

7:00 PM AT TOWN HALL

AGENDA

1. Minutes from previous meeting.
2. Old business:
 - a. Permits: William Fox - Occupation
Richard Mount - Driveway
 - b. Comprehensive Plans:
 - (a) choose consultant (Haskell or NMDC)
 - (b) Gerard - final & billing
3. New business.

FORTAGE LAKE PLANNING BOARD MINUTES

Oct 12, 1994

Members Present: Kathy Hoppe, Bob Nelson,
Diana Michaud, Kathy Gagnon

One towns person was present.

Moved by Bob to accept minutes as read, seconded by Kathy G.
and accepted.

Home business application for William Fox: motion to accept
application for permit was made by Bob and seconded by Diana,
was moved and accepted.

Application by Richard Mount to make a new driveway was
motioned by Kathy Gagnon to accept application with the
understanding that this driveway be within the ten (10) feet
boundry line specs. Was seconded by Diana and accepted.

Comprehensive Plan: Received from Haskell and NMDC a layout
of what they could do to help us complete the town's Plan.
After discussions and comparisons a motion was made by Diana
to commission NMDC, seconded by Kathy Gagnon and accepted.

Chair brought to this meeting: Workshop on Tourism,
Waterville - Workshop on Shoreline, Caribou.

Variance request by Harold Cyr. Letter received by board
recommended we decline request.

Gerard Charette wrote to the board requesting to be paid for
work done to this point - motion made by Bob to pay Gerard,
seconded by Kathy Gagnon and carried.

Motion made to adjourn made by Bob and seconded by
Kathy G. - we adjourned at 8:12 PM

Next meeting will be held on Nov. 9, 7:00 PM

Minutes prepared by Diana Michaud.

PURTAGE LAKE PLANNING BOARD MINUTES

Sept 14, 1994

Members Present: Kathy Hoppe, Chester Carlson
Bob Nelson, Diana Michaud,
Kathy Gagnon

Anne Dsupin was present.

Moved by Bob to accept minutes as read, seconded by Kathy G.
and accepted.

Reported by the Chair that our request to Haskell &
Association still hasn't arrived, so this board assumes that
they are not interested. The Chair has written to Bob Clark
requesting assistance in completion of the Comp Plan.
Motion was made to contact the Development Commission for
assistance. Motion was seconded by Bob, so carried.

Harold and Nancy Cyr have requested to build a deck, which
has been denied because the location was not clear. The
request stated that the deck would be located on the side of
their building but the package presented to the board seem to
indicate it would be located on the lake side. A copy of the
package sent by Peggy Parker has been sent to Joe Wather from
the Maine Municipal Association to decipher the legal
passages. Discussion on whether it could be made a portable
deck and moved in the fall - the Chair will look into this
option.

Home business permit granted to Anne Dsupin. Permit
application from William Fox was put on hold for lack of
information. Permit application from Richard Mount to
relocate his drive-way, discussion on whether or not this
will interfere with the possible right-of-way in this
section. Chair will write Mr Mount and request a scaled
plan. Mr. Mount's application was, also, put on hold.

Next meeting will be held October 12, 1994

Motion made to adjourn made by Chet and seconded by
Diana - we adjourned at 8:02 PM

Minutes prepared by Diana Michaud.

Portage Lake Planning Board Minutes
November 9, 1994

Members Present: Kathy Hoppe, Bob Nelson, Kathy Gagnon, Frank Currier

Also in attendance: Jay Kamm & Ken Murchison of the Northern Maine Development Commission were present.

Moved by Bob to accept minutes as written, seconded by Kathy G. and accepted.

Ken discussed and showed mapping options to the Planning Board for the Comprehensive Plan. It was noted that the Great Northern in 1988 produced a map of the forest types on land in their ownership or part ownership. The map appears to have been computer generated, the town will investigate the possibility of gaining the mapping computer files. This may not only save some money, but might also provide additional information.

Kathy H. moved that we enter into an agreement with the Commission to provide the town the standard set of maps as recommended in the proposal, Frank seconded the motion, the motion was passed.

Jay then discussed the present condition of the Comp. Plan. He identified deficiencies in some sections, but overall had praise for the work that had been done. Jay will be putting his comments and concerns in a letter to the Board. There was much discussion about what our needs and expectations are of the Commission and how we would proceed.

Jay offered a suggestion that a business survey be conducted and offered Caswells as an example, after much discussion it was decided not to do one.

Quick notes from Jay's comments on Plan:

Need to identify source of information (members will need to review their sections and site the source).

History section- might wish to list important sites & buildings even if they don't fit any state or federal definition. Quick list by Board included: golf course, Dean's, Coffin's, beach, sea plane base (note the Board will need to develop a complete list)

Housing - looks good

Transportation - why did we say side walks should be extended south on Rt. 11?
Kathy G. answered this.

Public Facilities - Need to make a needs list for the next five years for public facilities, it should include the fire dept., town office, town equipment, sea plane base, beach, camp site, cemetery - all town owned land & equipment or projected equipment needs. This should not be a wish list, but a needs list.

We should also note how many times the fire dept. responded to a call and what the tally is on types of calls.

Natural Resource Sections - should include a soils list, believe Sharron has typed this and entered it in the computer, need to check.

Demographics - include number of students attending SAD 32 for the last five years.

Next meeting December 7, Jay Kamm will again be there to continue work on Comp. Plan

Motion made by Bob and seconded by Kathy H. to adjourn at 8:55.

Minutes prepared by Kathy Hoppe

PORTRAGE LAKE PLANNING BOARD MINUTES

Dec 7, 1994

Members Present: Kathy Hoobe, Bob Nelson, Frank Currier
Diana Michaud, Kathy Gagnon

Jay Kamm was present.

Moved by Diana to accept minutes as read, seconded by Bob Nelson and accepted.

Jay brought map drafts of Portage to be looked over by this board for discrepancies, on protection of the town's wetlands.

Jay was here to report his findings on the work done by this board on the Comprehensive Plan and to review what has been done by his office so far. Also, to verify the work compiled and make necessary corrections.

Motion made to adjourn made by Kathy G. and seconded by Bob. We adjourned at 9:15 PM.

Next meeting will be held on Jan 11, at 7:00 PM

Minutes prepared by Diana Michaud.